



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 324-7207  
FAX: (916) 327-5674



April 14, 2008

TO: DIANE NUNN  
JUDICIAL COUNCIL OF CALIFORNIA  
ADMINISTRATIVE OFFICE OF THE COURTS

FROM: COURT EDUCATION AND TRAINING PROGRAM  
REQUEST FOR APPLICATION

Enclosed are the instructions and forms for submitting your Request for Application (RFA) for the Court Education and Training Program (CW) for the October 1, 2008 through September 30, 2009 grant period.

The amount of funding for Fiscal Year (FY) 2008/09 is \$452,558 and is supported with federal Violence Against Women Act (VAWA) S\*T\*O\*P (Services\*Training\*Officers\*Prosecution) Formula Block Grant Program funds. Execution of this grant award is contingent upon the Governor's Office of Emergency Services' (OES) approval of all required grant documents, passage of the Federal and State Budget Acts, and past project performance. If the S\*T\*O\*P Violence Against Women Formula Grant Program amount is less than anticipated, projects may see a reduction in funding and new budget pages will need to be submitted at a later date.

The enclosed materials must be completed and submitted to OES by **May 21, 2008**. Please refer to Part I of the RFA for further submission information.

If you have any questions concerning this RFA, please contact Norine Hegy, Senior Program Specialist, at (916) 327-8700, or via e-mail at [norine.hegy@oes.ca.gov](mailto:norine.hegy@oes.ca.gov)

Sincerely,

LEIGH BILLS  
Acting Chief, Victim Justice Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**COURT EDUCATION AND TRAINING PROGRAM  
REQUEST FOR APPLICATION**

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- III. [FORMS](#)** –Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on [\(FORMS\)](#), **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select “Forms”, **or** paste the following link into your browser: **[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**COURT EDUCATION AND TRAINING PROGRAM  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Recipient Handbooks."

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Norine Hegy, Senior Program Specialist  
Tel: (916) 327-8700  
Fax: (916) 327-5674  
[norine.hegy@oes.ca.gov](mailto:norine.hegy@oes.ca.gov)

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by May 21, 2008**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Norine Hegy – Victim Justice Section (CW Program)

2. Hand delivered by **5:00 p.m. on May 21, 2008** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Norine Hegy – Victim Justice Section (CW Program)

**D. ELIGIBILITY**

The Judicial Council of California, Administrative Office of the Courts, is the only agency eligible to apply for funding under this grant.

**E. FUNDS**

**1. Source**

The program is funded by the federal Violence Against Women Act (VAWA) S\*T\*O\*P (Services\*Training\*Officers\*Prosecutors) Formula Grant. The program is designed to promote a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. The S\*T\*O\*P Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women. The federal Office of Violence Against Women has recently clarified that the program does not prohibit male or minor victims of domestic violence, dating violence, sexual assault and/or stalking from receiving benefits and services under this program.

**2. Amount**

The total amount available for the program is \$452,558. The required match amount is \$150,853. Execution of this grant award is contingent upon the Governor's Office of Emergency Services' (OES) approval of all required grant documents, passage of the Federal and State Budget Acts, and past project performance. If the S\*T\*O\*P Violence Against Women Formula Grant Program amount is less than anticipated, projects may see a reduction in funding and new budget pages will need to be submitted at a later date.

**3. Grant Cycle**

The grant period will begin October 1, 2008, and end September 30, 2009. The project must budget for twelve (12) months.

**F. PROGRAM INFORMATION**

The Court Education and Training Program funds the Judicial Council of California, Administrative Office of the Courts, to develop and provide trainings, seminars, publications, symposiums, and other programs dedicated to increase the knowledge of court personnel in cases involving domestic violence, sexual assault, stalking, and dating violence. The Court Education and Training Program project must strive to ensure an equal emphasis on domestic violence and sexual assault, with the results of this effort being reflected in an appropriate balance of grant objectives between these two disciplines.

All materials and publications (written, visual, or sound) resulting from award activities must contain the following statement:

*This project was supported by Grant No. \_\_\_\_\_ awarded by the Office on Violence Against Women (OVW), U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibit are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.*

The Recipient agrees to submit two copies of all reports and proposed publications, funded by OVW, to OES not less than 30 days prior to public release, publication, or distribution.

#### **G. PREPARING AN APPLICATION**

The Table of contents includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the eight required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and Project Budget (OES A303a-c); and
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**COURT EDUCATION AND TRAINING PROGRAM  
REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

**1. Problem Statement**

A problem statement is not required.

**2. Plan and Implementation**

**Plan:**

- a. Objectives – List the objectives on the left side of the page and the activities on the right side. All objectives must be measurable and specific to the project. Each objective must be accompanied with supporting activities, the staff responsible for completing the activities, and the timeframe in which the activity will occur or be completed. Use a separate page for each objective.

Mandatory Objectives - The following objectives are mandatory:

1. Conduct a minimum of two Violence Against Women Education Program (VAWEP) Committee meetings;
  2. Conduct a comprehensive sexual assault training for criminal law judges;
  3. Distribute a project Fact Sheet;
  4. Distribute an Annual Report; and
  5. Begin to develop training for tribal court judges handling domestic violence cases or training for state court officers on tribal issues related to domestic violence and/or sexual assault in Indian Country.
- b. Evaluation – Include one activity for each of the mandatory and optional objectives that indicates how and when each objective will be evaluated.

## **Implementation:**

Violence Against Women Education Program (VAWEP) Committee – The Judicial Council must continue a multi-disciplinary advisory committee comprised of judicial officers, attorneys, victim advocates, and other experts to guide the project staff in identifying the needs of California court personnel in servicing victims of sexual assault, domestic violence, and stalking. The committee's judicial representation should attempt to reflect the ethnic and geographic diversity of the state and ensure that rural communities, central valley, northern and southern communities are represented.

The VAWEP committee must continue to include representation from the same disciplines and meet for the same purposes as required in the 2007/08 Request for Application.

## **B. PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). Select "*Recipient Handbooks*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

### **1. Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.



## 2. **Specific Budget Categories**

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

### **a. Personal Services – Salaries/Employee Benefits (OES A303a):**

#### 1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

#### 2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

**b. Operating Expenses (OES A303b):**

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

**c. Equipment (OES A303c):**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**C. APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Current list of VAWEP committee members;
- Noncompetitive Bid Request, if applicable;
- Out of State Travel Request, OES 700, if applicable; and
- Computer and Automated Systems Purchase Justification Guidelines, if applicable.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**COURT EDUCATION AND TRAINING PROGRAM**

**REQUEST FOR APPLICATION**

**CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to ensure a complete proposal is submitted to OES. The required forms may be acquired by selecting the form in the table of contents of this RFA, or by going to [www.oes.ca.gov](http://www.oes.ca.gov), Law Enforcement & Victim Services Division and selecting "Forms", or by pasting this link into your browser:  
**[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

**FORMS**

- ☐ APPLICATION COVER SHEET
- ☐ GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- ☐ PROJECT CONTACT INFORMATION – Must be submitted with the Grant Award Face Sheet.
- ☐ CERTIFICATE OF ASSURANCE OF COMPLIANCE – VAWA  
Signed by the official who signed the Grant Award Face sheet and by the official delegating the authority.
- ☐ SIGNATURE AUTHORIZATION AND INSTRUCTIONS – Signatures of the Project Director and Fiscal Officer are required.
- ☐ PROJECT NARRATIVE
  - Problem Statement
  - Plan and Implementation
- ☐ PROJECT BUDGET
  - Budget Narrative
  - Budget Forms – OES A303A, A303B, A303C
- ☐ APPLICATION APPENDIX
  - Current List of the VAWEP Committee Members;
  - Noncompetitive Bid Request Checklist, if applicable;
  - Out of State Travel Request, OES 700, if applicable; and
  - Computer and Automated Systems Purchase Justification, if applicable.



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**Application Cover Sheet**

**RFA PROCESS**

**COURT EDUCATION AND TRAINING PROGRAM**

Submitted by:

(Place name, address, and phone number of applicant here.)